



# COLLEGE IN HIGH SCHOOL PROGRAM FACULTY LIAISON COMPLETION FORM

Date: \_\_\_\_\_

## Personal Information

Liaison Name: \_\_\_\_\_

Email: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

## School Information

High School Name: \_\_\_\_\_

High School Instructor: \_\_\_\_\_

## Course Information

Course Subject/Num: \_\_\_\_\_

Course Title: \_\_\_\_\_

Department: \_\_\_\_\_

☐ New partnership for this course? - \$500 New Course Stipend Applies\*

☐ Course renewal? - \$250 Maintenance Stipend Applies\*

**\* Please Note:** Departmental Profit Sharing and Stipend funds are transferred to each department at the end of the academic year from the Office of Early College Programs after receiving this completed form.

## Site Visit Information

Trip	Date and Class Time	Total Time Away	Miles	Vehicle Type
Example	2/21/14, 11:00 am	9:30 am - 1:30 pm	102	Personal or State
Site Visit 1	_____	_____	_____	_____
Site Visit 2	_____	_____	_____	_____
Additional Visit (if applicable)	_____	_____	_____	_____

**Please Note:** Site visits are written into each affiliation agreement and travel costs are covered by the Office of Early College Programs. You must complete the College's Travel Requisition and Travel Expense Claim Form to receive these funds.

## Recommendations

- ☐ Continue as is (no changes recommended - will not require dept. review)
- ☐ Continue, pending changes (Instructor will resubmit course proposal)\*\*
- ☐ Not recommended\*\*

**\*\* Important:** If you are recommending changes be made to the course or are not recommending that the course continue into the next academic year, please provide rationale on a separate sheet and attach to this form. Recommended changes to course will be shared with the instructor to assist them in resubmitting course proposal for following academic year.

## Faculty Liaisons:

Upon completion of each high school course for which you serve as liaison, please complete and return this form to the Office of Early College Programs.

If you serve as liaison for multiple courses and/or schools, a separate form must be submitted for every course every year. For example, if you are liaison for SUBJ 103 and SUBJ 203 at ABC School and SUBJ 103 at XYZ school, 3 forms are needed.

**Submit completed form to  
Office of Early College  
Programs  
no later than July 1st:**

**By Email:**  
[earlycollege@potsdam.edu](mailto:earlycollege@potsdam.edu)

**By Fax:**  
(315) 267-3327

**By Mail:**  
Office of Early College Programs  
SUNY Potsdam  
111 Satterlee Hall  
44 Pierrepont Avenue  
Potsdam, NY 13676

## Office Use Only

CHS Course Enrollment: